

CEMETERY CARETAKER-SENIOR

Position Summary

Under the general supervision of the Grounds Supervisor, perform a variety of grounds maintenance and interment activities for the Wisconsin Veterans Memorial Cemetery. Monitor and evaluate weather and other damage to the cemetery grounds and headstones. This includes ; implementing all necessary maintenance to ensure attractive presentation of the cemetery grounds including proper alignment of headstone and markers; excavating and preparing gravesites for interments and inurnments; setting -up gravesite and devices to lower caskets into grave liners; excavating graves by hand as necessary; using conservation, preservation and improvement methods and practices to include cultivating and care of trees, flowers and shrubs; and propagation and development of turf and sod; evaluating the need for fertilizer, herbicides, insecticides and fungicide; removing snow and ice and apply sand to roads, walkways, and building entrances; and performing daily routine maintenance on all equipment. Additionally this position performs preventative maintenance and repair on buildings, vehicles, machinery, grounds keeping equipment and tools.

Time% Goals and Worker Activities

55% A. Preparation, Opening and Closing of Gravesites for Interments and Inurnments and Setting Headstones and Markers

- A1. Assign grave location for interments.
- A2. Measure and calculate individual gravesites in accordance with design plans and dimensions.
- A3. When appropriate, place frost remover, dryer, and gas cylinder tanks; and set regulator to proper setting and length to thaw ground.
- A4. Operate portable gasoline powered equipment to hammer and break frost at gravesites.
- A5. Operate tractors, backhoes, excavators and skid loader to excavate gravesite or remove soil overburden from at- need and pre-set liners exercising extreme care to avoid damage to adjoining gravesites, markers and landscape.
- A6. Operate tractors, loaders and other specialized equipment to transport and place vaults, vault lids, and center plates. Remove and load material onto trucks or utility vehicle for later placement.
- A7. Clear opened gravesite for set-up of platforms, planking, road mats and casket lowering devices. Lower casket remains and remove all preparatory devices following interment.
- A8. Replace overburden, operate portable gasoline equipment to tamp and compact gravesite, and re-grade area to return landscape to original condition.
- A9. Receive headstones and niche plates and inspect for accuracy and quality of material and workmanship.
- A10. Layout and accurately measure headstone locations using layout plots and corner markers, and align individual headstone locations.
- A11. Excavate foundation, prepare and transport new headstone for placement. Erect, set and plumb, and align laterally and diagonally with previously set headstones in order of grave sequence.
- A12. Place cremated remains in lawn crypt, cremation garden, scattering garden or columbarium niche.

- A13. Mount niche plates to columbarium niche front.
- A14. Periodically, inspect gravesites for appearance and corrective repairs to include cleaning, raising and realigning headstones to specific heights.
- A15. Implement placement of control markers; verify accuracy, measurement and layout of new interment and memorial gardens.
- A16. Other duties as assigned in support of operations at the Wisconsin State Veterans Memorial Cemetery

25% B. Performance of General Maintenance, General Services, and Snow and Ice Removal

- B1. Implement design plans for planting, transplanting, cultivating and mulching of trees, flowers and shrubs.
- B2. Prune healthy trees and shrubs; cut down and remove dead or dying trees; and transplant trees as required using proper power and hand tools.
- B3. Operate cemetery-watering system to maintain cemetery's park appearance.
- B4. Apply sod and repair damaged turf areas as necessary.
- B5. Prepare and maintain turf areas through core aeration and thatching.
- B6. Periodically inspect and evaluate trees, shrubs, flowers and turf and recommend to supervisor any apparent need for fertilizers, herbicides, and insecticides.
- B7. Mow and trim lawns around headstones, flowerbeds, shrubs and trees. Edge walkways and flower beds to enhance appearance.
- B8. Remove snow and ice from roadways, pedestrian walkways, building entrances and gravesites. Apply sand and ice inhibitors as needed to ensure safety.
- B9. Function as lead worker for limited term, seasonal laborers, volunteers and correctional inmate workers and provide proper training and oversight in work procedures.
- B10. Interact with the general public, next of kin or funeral directors to provide service information, cemetery regulations and assistance in locating gravesites or resolving problems as they occur.

20% C. Maintenance and Minor Repairs of Buildings, Vehicles, Machinery, Equipment and Tools

- C1. Perform preventative maintenance and minor repair of cemetery buildings, committal shelters and vehicles.
- C2. Routinely inspect, clean, and adjust equipment and tools. Notify supervisor of any unsafe or inoperable equipment.
- C3. Clean up debris and faded memorial bouquets to ensure appropriate appearance of grounds, roads and walks.
- C4. Load, unload, transport and store supplies, equipment and machinery.
- C5. Perform other equipment repair and maintenance duties as assigned.

Knowledge, Skills, and Abilities

1. Knowledge of proper operation of various grounds vehicles and heavy equipment
2. Knowledge of preventive maintenance methods and techniques of tools and equipment
3. Knowledge of general gardening and landscaping principles involving the care and maintenance of flowers, turf, trees and shrubs
4. Knowledge of horticulture practices including the safe and effective use of fertilizers, herbicides, insecticides and their application
5. Knowledge of cemetery practices: grave excavation, casket placement and lowering, and headstone installation
6. Skill in the operation of heavy equipment
7. Skill in the safe operation of motor vehicles, and grounds and interment equipment in various weather conditions
8. Skill in the safe use of a variety of hand tools
9. Ability to establish and maintain working relationships
10. Skill in customer service
11. Skill in verbal and written communication
12. Ability to prepare and update maintenance records
13. Ability to read and comprehend technical manuals, site plans, and crypt schematics and measurements
14. Knowledge of safe lifting techniques
15. Ability to work independently and as a member of a team
16. Ability to perform heavy manual labor in all types of weather conditions on a regular basis
17. Ability to wear safety equipment such as eye/ear protection and gloves, etc.
18. Ability to demonstrate professionalism and sensitivity with the bereaved
19. Ability to meet performance expectations as outlined in annual performance review process and/or strategic initiatives

Special Requirements

- Must be able to pass a background check
- Must possess a valid driver's license and meet the requirements set by WI DOA Fleet to Drive a State of Wisconsin vehicle
- Employees will be provided with uniforms, attire, hats and safety equipment required to ensure a uniform appearance and safe operations in service and care of assigned duties within state cemeteries. It is required that employees follow all Agency regulations governing such uniforms and equipment.

Environmental Conditions

This position may be exposed to dusts, molds, and pesticides and handles chemicals such as herbicides, insecticides and fungicides.